



## SAMPLE: LETTER

April 12, 2017

Always include the date for reference and accountability.

Mr. John Smith, M.P.  
House of Commons  
Ottawa, Ontario  
K1A 0A6

Include name and address of MP with the appropriate style of address.

Dear Mr. Smith,

State your purpose for writing the letter.

I am writing concerning Canada's Private Sponsorship of Refugees Program (PSRP). Citizens for Public Justice, a national advocacy organization, has released a report that highlights four main issues Sponsorship Agreement Holders (SAHs) consider as impediments to their work. While the report shows the travel loan policy and limits to allocations as main challenges to private sponsorship, it highlights that 97% of SAH respondents consider long processing times as a top concern. These issues must be addressed to ensure that we support refugees more fully in our community. I hope that you will do everything you can to bring about positive change in this area.

Add personal and relevant experience.

I am a member of a sponsoring group in Ottawa. (Please provide more details – e.g. your organization, and your role).

You'll frame the next sentence depending on what party your MP represents.

**For Opposition parties, say:** While it is rewarding to be a part of this work, it saddens me to see that our government is not doing enough to resettle global refugees faster.

**For Liberal MPs, say:** I will be glad to meet with you to discuss the ways we can work together to enhance conditions for refugees.

We call on you to raise these issues in parliament. CPJ believes that support for refugees can only be enhanced when government policies and laws facilitate resettlement efforts:

Include clear requests.

- Fulfil its promise to process applications and resettle refugees swiftly.
- Process backlogged applications from global visa posts for the next three years.
- Fulfil its promise to provide a multi-year levels plan for SAHs.
- Completely waive the loan repayment requirement for all refugees, to ensure that the program treats all refugees fairly.

Ask questions.

Thank you for your commitment to enhancing the living conditions of your constituents. Will you now raise these issues in parliament? What specific actions will you take towards this goal? Please respond with answers to these key questions.

Thank the MP for actions they have taken.

Sincerely,

Request a response.

Signature

Include your name and address at the end of the letter. Your postal code is very important as it shows that you are a member of your MP's constituency.

Jane Anderson  
321 Justice St.  
Ottawa, ON K1S 5B7

cc: other MPs, ministers, and organizations who also received the letter.

"cc" (carbon copy) other MPs, ministers, and organizations who have received the same letter. The recipient will know that others are aware of this issue.